

SUPERVISING CORRECTIONAL COOK,
DEPARTMENT OF CORRECTIONS
Final Filing Date: Continuous



OPEN - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)
SPOT EXAMINATION FOR:

SEE ATTACHED LISTING

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR's testing period(s) for this examination are: **January - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. You must submit a separate application to each testing office of your choice. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Each testing office will accept applications continuously and will notify and test applicants as needed.
All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) As of: March 27, 2014

\$3,570 - \$4,468

- BENEFITS
- Generous paid vacation/sick leave or annual leave
 - Twelve (12) paid days (holidays, personal holiday, and professional development days)
 - Health, Dental, and Vision Care Plans
 - California Public Employees' Safety Retirement Plan
 - Deferred Compensation Plans (401K and 457 plans)
 - Flex-Elect (Medical & Dental and Dependent Care)
 - Long-Term Care Program
 - Home Loan Program (CalPERS)

MINIMUM QUALIFICATIONS Equivalent to completion of the eighth grade. and

Either I

One year in the California state civil service performing the duties of a Correctional Supervising Cook (Correctional Facility).

Or II

Two years of experience in a supervisory capacity over cooks and allied workers with responsibility for supervising, planning, and scheduling the preparation, cooking, and serving of three meals a day for at least 300 persons per meal.

Special Personal Characteristics: Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates.
Assignments include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM
QUALIFICATIONS
(CONTINUED)

OUT-OF-CLASS EXPERIENCE: A “completion of an out-of-class assignment” memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. **Knowledge of:**
1. Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving food in large quantities.

2. Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas.

3. Food handling sanitation.

4. Food values as well as nutritional and economical substitutions within food groups.

5. Food accounting.

6. Use of purchase orders for food and equipment.

7. Methods of cutting and preparing meat.

8. Training methods.

9. Principles of effective supervision.

10. Laws and rules governing supervision of inmates, including disciplinary actions, inmate appeals, and work incentive programs.

11. The Department's Equal Employment Opportunity Program objectives.

12. A supervisor's role in the Equal Employment Opportunity Program, and the processes available to meet equal employment objectives.
- B. **Ability to:**
1. Plan palatable and adequate menus.

2. Plan, organize, and direct the work of others.

3. Adjust rations to changing needs.

4. Keep inventories and make requisitions.

5. Use of appropriate equipment.

6. Judge food quality.

7. Prepare and cook all food groups.

8. Determine food quantities necessary for groups of varying size.

9. Direct the preparation of special diets (both medical and religious).

10. Plan food production to schedule.

11. Communicate effectively at a level required for successful job performance.

12. Plan and conduct in-service training programs.

13. Analyze situations accurately and adopt an effective course of action.

14. Keep records and prepare reports.

15. Effectively contribute to the Department's Equal Employment Opportunity objectives.

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for CDCR. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A Supervising Correctional Cook, Department of Corrections, as a first level supervisor plans, organizes, supervises, and assists with the preparation, cooking, and serving of food to inmates and employees; supervises the maintenance of food service equipment, supplies, and work areas; directs, trains, supervises and evaluates the work of inmates and employees and takes or recommends appropriate action; may have responsibility for one of the central kitchens in a multi-facility; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and property; maintains security of working areas and work materials; inspects premises and searches inmates for contraband, such as weapons or illegal drugs and performs other related work.

Positions exist with the institutions listed on the attached listing with CDCR.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate Box on the “Examination Application.” You will be contacted to make specific arrangements.

VETERANS’
PREFERENCE/
CAREER CREDITS

Veterans’ Preference will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans’ Preference. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:** 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [Veterans Preference Application \(CALHR 1093\)](#). Additional information can also be found at Department of Veterans Affairs' website at www.jobs.ca.gov/job/VeteransInformation.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

ATTACHMENT

AVENAL STATE PRISON P.O. Box 8 #1 Kings Way Avenal, CA 93204 (559) 386-0587 Ext. 5082 TRS: DIAL 7-1-1	CALIFORNIA STATE PRISON, LOS ANGELES COUNTY Attn: Personnel Office 44750 60 th Street West Lancaster, CA 93536-7620 (661) 729-2000 Ext. 5229 TRS: DIAL 7-1-1	DEUEL VOCATIONAL INSTITUTION P.O. Box 400 23500 Kasson Road Tracy, CA 95378-0400 (209) 835-4141 Ext. 5635 TRS: DIAL 7-1-1
CALIFORNIA CITY CORRECTIONAL FACILITY P.O. Box 2646 California City, CA 93504 (760) 373-1764 TRS: DIAL 7-1-1	CALIFORNIA STATE PRISON, SACRAMENTO P.O. Box 290010 Represa, CA 95671-0010 (916) 985-8610 Ext. 5336 TRS: DIAL 7-1-1	FOLSOM STATE PRISON P.O. Box 71 300 Prison Road Represa, CA 95671 (916) 985-2561 Ext. 4785 TRS: DIAL 7-1-1
CALIFORNIA CORRECTIONAL CENTER P.O. Box 790 711-045 Center Road Susanville, CA 96127-0001 (530) 257-2181 Ext. 4397 TRS: DIAL 7-1-1	CALIFORNIA STATE PRISON, SAN QUENTIN San Quentin, CA 94964-1086 (415) 454-1460 Ext. 5021 TRS: DIAL 7-1-1	HIGH DESERT STATE PRISON P.O. Box 270220 Susanville, CA 96127-0220 475-750 Rice Canyon Road Susanville, CA 96130 (530) 251-5100 Ext. 5634 TRS: DIAL 7-1-1
CALIFORNIA CORRECTIONAL INSTITUTION P.O. Box 1031 24900 Highway 202 Tehachapi, CA 93581 (661) 822-4402 Ext. 4223 TRS: DIAL 7-1-1	CALIFORNIA STATE PRISON, SOLANO P.O. Box 4000 2100 Peabody Road Vacaville, CA 95696-4000 (707) 451-0182 Ext. 5557 TRS: DIAL 7-1-1	IRONWOOD STATE PRISON P.O. Box 2229 19005 Wiley's Well Road Blythe, CA 92226 (760) 921-3000 Ext. 5403 TRS: DIAL 7-1-1
CALIFORNIA INSTITUTION FOR MEN P.O. Box 128 14901 Central Avenue Chino, CA 91710 (909) 597-1821 Ext. 4440 TRS: DIAL 7-1-1	CALIPATRIA STATE PRISON P.O. Box 5001 7018 Blair Road Calipatria, CA 92233 (760) 348-7000 Ext. 5229 TRS: DIAL 7-1-1	KERN VALLEY STATE PRISON P.O. Box 6000 3000 West Cecil Avenue Delano, CA 93216 (661) 721-9488 Ext. 5606 TRS: DIAL 7-1-1
CALIFORNIA INSTITUTION FOR WOMEN P.O. Box 6000 Corona, CA 92878-6000 16756 Chino-Corona Road Corona, CA 92880-9508 (909) 597-1771 Ext. 5530 TRS: DIAL 7-1-1	CENTINELA STATE PRISON P.O. Box 731 2302 Brown Road Imperial, CA 92251 (760) 337-7900 Ext. 5218 TRS: DIAL 7-1-1	MULE CREEK STATE PRISON P.O. Box 409099 4001 Highway 104 Ione, CA 95640 (209) 274-4911 Ext. 5261 TRS: DIAL 7-1-1
CALIFORNIA MEDICAL FACILITY P.O. Box 2000 1600 California Drive Vacaville, CA 95696-2000 (707) 453-7082 TRS: DIAL 7-1-1	CENTRAL CALIFORNIA WOMEN'S FACILITY P.O. Box 1501 23370 Road 22 Chowchilla, CA 93610-1501 (559) 665-5531 Ext. 5041 TRS: DIAL 7-1-1	NORTH KERN STATE PRISON P.O. Box 5007 2737 West Cecil Avenue Delano, CA 93216-5007 (661) 721-2345 Ext. 5325 TRS: DIAL 7-1-1
CALIFORNIA MEN'S COLONY P.O. Box 8101 Highway 1 San Luis Obispo, CA 93409-8101 (805) 547-7900 Ext. 7943 TRS: DIAL 7-1-1	CHUCKAWALLA VALLEY STATE PRISON P.O. Box 2289 Blythe, CA 92226 19025 Wiley's Well Road Blythe, CA 92225 (760) 922-5300 Ext. 5202 TRS: DIAL 7-1-1	PELICAN BAY STATE PRISON P.O. Box 7200 5905 Lake Earl Drive Crescent City, CA 95532-7200 (707) 465-9028 TRS: DIAL 7-1-1
CALIFORNIA REHABILITATION CENTER P.O. Box 1841 5 th and Western Norco, CA 92860 (951) 273-2945 TRS: DIAL 7-1-1	CORRECTIONAL TRAINING FACILITY P.O. Box 686 Highway 101 North Soledad, CA 93960-0686 (831) 678-3951 Ext. 4570 TRS: DIAL 7-1-1	PLEASANT VALLEY STATE PRISON P.O. Box 8506 24863 West Jayne Avenue Coalinga, CA 93210-1135 (559) 935-4966 TRS: DIAL 7-1-1
CALIFORNIA STATE PRISON, CORCORAN P.O. Box 8800 4001 King Avenue Corcoran, CA 93212-8309 (559) 992-8800 Ext. 5009 TRS: DIAL 7-1-1	SALINAS VALLEY STATE PRISON P.O. Box 1020 31625 Highway 101 Soledad, CA 93960 (831) 678-5500 Ext. 5584 TRS: DIAL 7-1-1	SIERRA CONSERVATION CENTER 5100 O'Byrnes Ferry Road Jamestown, CA 95327 (209) 984-5291 Ext. 5137 TRS: DIAL 7-1-1
RICHARD J. DONOVAN CORRECTIONAL FACILITY 480 Alta Road San Diego, CA 92179 (619) 661- 7868 TRS: DIAL 7-1-1	VALLEY STATE PRISON P.O. Box 99 21633 Avenue 24 Chowchilla, CA 93610-0099 (559) 665-6100 Ext. 5603 TRS: DIAL 7-1-1	WASCO STATE PRISON RECEPTION CENTER P.O. Box 8800 701 Scofield Avenue Wasco, CA 93280-8800 (661) 758-8400 Ext. 5192 TRS: DIAL 7-1-1
SUBSTANCE ABUSE TREATMENT FACILITY & STATE PRISON at CORCORAN P.O. Box 7100 900 Quebec Avenue Corcoran, CA 93212-7100 (559) 992-7100 Ext. 5646 TRS: DIAL 7-1-1	CALIFORNIA HEALTH CARE FACILITY P.O. Box 32050 7650 S. Newcastle Road Stockton, CA 95213 (209) 546-4220 TRS: DIAL 7-1-1	